Session 5: Module 5 - VENA	
SCRIPT	
Description	**Text**
1. **Introduction**	Welcome to Session 5 Module 5
2. **Start**	VENA
3. **IMMUNIZATION**	The immunization tab is not really used by the Montana WIC program
	You may click into the tab an answer if the person is up-to-date or not on their immunizations if you choose
	If you Local Agency uses this tab in more depth you will need to get training on how to do so from them
4. **VENA**	<no script>
5. **VENA1**	The final nutrition assessment activity in the CGS is completed in the VENA Tab.
	VENA questions primarily focus on dietary behaviors but some focus on the participant's health history.
	Specific information about each VENA question can be found on the Training Tools Page on the Montana WIC website.
6. **<vena>**	We are going to search for our next participants using the Household ID: 13500232. Go ahead and search for them.
7. **<vena1>**	<no script>
8. **<vena2>**	China and Dixie were just prescreened. Open China's Participant Folder.
9. **<vena3>**	Click the VENA tab.
10. **<vena4>**	We need to pan down to view the entire VENA tab…
11. **<vena5>**	Since Dixie is new to WIC, she is not in a current certification and all of the buttons are disabled in the Participant Folder.
	However, once a participant has been certified, the Add Contact button is enabled in the Participant Folder at all times (even when not in a current cert)…
12. **<vena6>**	…and a VENA contact could be added from the Participant Folder.

13. <vena7>	In general, except for Midcertifications, there is never any reason to enter a VENA contact in the Participant Folder.
	But, even more importantly, if a participant is due for a cert, the VENA contact MUST be entered into the CGS and NOT the Participant Folder.
	M-SPIRIT only allows one VENA contact per day.
	You cannot start a VENA contact in the Participant Folder and continue it in the CGS.
	If a VENA contact is started in the Participant Folder prior to opening the CGS, the CGS will not recognize the contact as part of the certification, and unlike Ht/Wt/Blood, there is no work-around.
	Lastly, any information entered for a VENA contact in the Participant Folder will not display in the CGS...
	...and since the system will only save one contact per day, the CGS contact takes precedence.
	Long story short: VENA contacts should always be entered in the CGS as part of a certification.
	Again, the screen is the same in the CGS, so let's start Dixie's certification.
14. <vena8>	<no script>
15. <vena9>	We are going to complete the first three sections…
16. <vena10>	Click VENA.
17. <vena11>	Click the Add Contact button.
18. <vena12>	The Question field is read-only text and displays the appropriate questions based on the participant's WIC Category.
	Click the Next>> button.
19. <vena13>	The Next>> button opens the panel for the subsequent question.
	The number of the question in the sequence out of the total number of questions is displayed on the title bar.
	Notice the <<Previous button is now enabled.
	However, let's click the Next>> button again.
20. <vena14>	In this question, notice that applicable risk factors the question is meant to assess for are included at the end of the VENA question.
	Let's go back to the first question, click the <<Previous button…
21. <vena15>	…and click it again.

22. <vena16>	The Anwer text box displays "None" as the default response.
	None is highlighted so that you can begin typing immediately without having to click inside the text box.
	There is no limit to the number of characters you can type in reponse to a question.
	However, you are not required to answer a question…
	…but you cannot leave "None" as the answer. You will have to find another appropriate response.
23. <vena17>	Risk Factors can be added within the VENA contact.
	Click the Add button.
24. <vena18>	This window lists all risk factors by their number and description and are based on the participant's WIC Category.
	We are going to scroll down the list a bit…
25. <vena19>	<no script>
26. <vena20>	Risk factors can be assigned at any time during the VENA contact and aren't associated with a specific question.
	This flexibility allows you to add risk factors at any time based on your discussion with the participant.
	To select a risk factor, simply click on it and highlight it.
	Go ahead and click on 355 - Lactose Intolerance.
27. <vena21>	You can multi-select from this list. So, let's select 361 - Depression also.
28. <vena22>	...and let's select 401 - Failure to Meet Dietary Guidelines for Americans.
29. <vena23>	Like all multi-select lists, you can de-select simply by clicking on the highlighted risk factor again.
	Go ahead and click on 401 again to de-select.
30. <vena24>	But we really do want to select it so click on 401 one more time.
31. <vena25>	Click OK to save our selected risk factors.
32. <vena26>	Once risk factors are selected, they display in the Risk Factors section.
33. <vena27>	We aren't done discussing this screen yet, but let's click the Finish button anyway…we'll come back to it in a minute.

34. <vena28>	The Finish button allows you to save the VENA responses and exit the contact at any time.
	You do not have to complete the questions to finish the contact.
	This provides flexibility since you can open and close the VENA contact at any time during the CGS so that responses gathered during different CGS activities can be documented as needed.
	Notice that the questions and their answers are now listed on the main VENA screen.
	This may be useful as a quick reference for engendering talking points when discussing nutrition education with the participant.
	All of the questions and their answers can be viewed by using the scroll bar.
35. <vena29>	Once a VENA contact has been started and the Finish button selected, the date of the contact displays in the VENA Contacts section.
	If multiple VENA contacts exist, you can click on the date of a previous contact and all of the questions and their answers will display.

36. \<vena30\>	The risk factors assigned during the selected VENA contact also display.
	You can only edit these risk factors by editing the VENA contact itself.
	The Edit Contact button, which becomes enabled once a contact is added, is only available on the date the VENA contact is created.
	It is also only enabled in the CGS when the contact is added in the CGS. You cannot edit a VENA contact created in the CGS from the Participant Folder.
	The Edit function allows you to return to a VENA contact and complete questions as needed during the certification process.
	Again, you can only delete the VENA Contact in the CGS if created while in the CGS and once the CGS is closed, you will not be able to edit or delete the VENA Contact.
	Like the Edit button, the Delete Contact button becomes enabled once a contact has been added and only on that date.
	Again, like the edit function, you can only delete the VENA contact in the CGS if created while in the CGS, and once the certification is completed, you will not be able to delete the contact.
	Go ahead and click the Delete Contact button.
37. \<vena31\>	The system will not allow you to delete a contact as long as there are risk factors assigned from the contact.
	Click the OK button on the message.
38. \<vena32\>	So, how do you think you delete the risk factors assigned during a VENA contact?
	Right, by editing it. Click the Edit Contact button.
39. \<vena33\>	In order to delete the VENA contact, we need to delete all the risk factors we assigned during the contact.
	The risk factors can only be deleted individually.
	Click on 355 - Lactose Intolerance to highlight it.
40. \<vena34\>	Once the risk factor is highlighted, the Delete button in the Risk Factors section becomes enabled.
	Click the Delete button…

41. <vena35>	...and click Yes on the validation message.
42. <vena36>	Next, let's delete 361 - Depression and then 401. You now know how to do it, so go ahead.
43. <vena37>	<no script>
44. <vena38>	<no script>
45. <vena39>	<no script>
46. <vena40>	<no script>
47. <vena41>	<no script>
48. <vena42>	Nice work!
	Click the Finish button.
49. <vena43>	Now that the risk factors have been deleted, click the Delete Contact button.
50. <vena44>	Click Yes on the validation message…
51. <vena45>	...and the VENA contact is deleted.
	Since there is no longer a VENA contact associated with today's date, the Add Contact button becomes enabled again.
	We are going to add a contact again because we have one more function to show you.
	Click the Add Contact button again.
52. <vena46>	Click the Next>> button.
53. <vena47>	We are going to type a quick answer for the question…
	Click the Finish button.
54. <vena48>	Click the Close button.
55. <vena49>	We have been completing Dixie's CGS as we completed China's.
	We are going to switch to Dixie's CGS by clicking on the button on the taskbar...but first, we need to pan our recorder down…
56. <vena50>	Remember, the CGS buttons do not have names on them. Always click on the button with the participant's name.
	Click on Dixie Cup's button.
57. <vena51>	Open the VENA section.
58. <vena52>	Click the Add Contact button.

59. <vena53>	Notice the Copy Answer From Other Household Member button is disabled.
	Now, click the Next>> button.
60. <vena54>	Do you remember that we answered this same exact question in China's VENA section?
	Did you notice the Copy Answer From Other Household Member button is now enabled?
	This button is a shortcut that allows you to copy another household member's response for the same question.
	It is only enabled if the text of a question is exactly the same…
	...and another member of the household has already "finished" a VENA contact on the same date.
	Although some questions may appear the same, if they have different risk factors listed, they aren't the exactly the same, and the button will not be enabled.
	Click the Copy Answer From Other Household Member button.
61. <vena55>	The Copy Answer window displays all the responses already saved on the same day.
	If there were more than one response for the same question from VENA contacts created today, they would all be listed and you would be able to select the answer that was applicable.
	Once the response is highlighted, which it already is, you can click the OK button to insert the answer.
62. <vena56>	Note that you can still modify the answer if you need to.
	Click the Finish button.
63. <vena57>	Click the Close button.
64. <vena58>	Any risk factors assigned during the VENA contact will display in the Risk Factor grid.

65. <vena59>	Assessment of the VENA questions is a requirement for certification.
	Completing the VENA section in the CGS is also a system requirement.
	The VENA checkmark functions like every other. That is, you will receive the checkmark if you enter the screen but unless a VENA contact has been created, the VENA requirement has not been met.
	How or whether you utilize the VENA section in M-SPIRIT is up to your Local Agency.
	However, keep in mind, the system will require you to add a VENA contact to complete the certification process.
	Please contact your Nutrition Consultant if you have questions about using the VENA section.
66. Questions	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Questions forum on the Montana WIC website.